

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Japan Center for International Exchange (JCIE/USA)

Travel date(s): December 6-7, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$340.30	\$219.00	\$70.75	None
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Serve as guest speaker at a seminar on "The Congressional Agenda: Implications for

US-Japan Relations", roundtable with US-Asia experts, dinner meeting.

12-18-19
(Date)

Ian Nicholson
(Printed name of traveler)

Ian M. Nicholson
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12-18-19
(Date)

Ron Wyden
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Ian Nicholson

Employing Office/Committee: Senate Finance Committee

Private Sponsor(s) (list all): Japan Center for International Exchange (JCIE)

Travel date(s): December 6-7, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): New York, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip includes a panel and series of meetings with Japanese business leaders, academics and other experts, focusing on U.S.-Japan relations, trade, tax and other economic issues. My work as an investigator on the Finance Committee covering executive branch nominations and matters involving tax and trade policy directly ties to these topics.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

11-18-19
(Date)

Ian M. Nicholson
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Ron Wyden hereby authorize Ian Nicholson
(Print Senator's/Officer's Name) (Print Traveler's Name)

I am an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

11/18/19
(Date)

Ron Wyden
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Japan Center for International Exchange (JCIE/USA)
2. Description of the trip: Serve as a guest-speaker for US-Japan Seminar on "The Congressional Agenda: Implications for US-Japan Relations" and engage in meetings with US-Japan relations experts
3. Dates of travel: December 6–December 7, 2019
4. Place of travel: New York, NY
5. Name and title of Senate invitees: Philip Austin, Legislative Assistant, Office of Senator Pat Roberts
Ian Nicholson, Investigator, Senate Committee on Finance
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

– OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

– AND –

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

– AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JCIE is the sole sponsor of the trip, which is undertaken as part of its US Congressional Staff Exchange Program

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JCIE promotes US-Japan dialogue on foreign policy and common challenges. This seminar is designed for Congressional staff to share views with leaders and experts in the US-Japan foreign relations community

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JCIE has sponsored nearly 60 overseas Congressional trips for 330+ members and staff, as well as numerous domestic programs in the United States.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JCIE organizes various policy dialogues and research initiatives on foreign policy issues and common challenges facing the US and Japan, including on issues such as global health cooperation, humanitarian assistance and development, women's leadership, etc.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$367	\$219	\$76	none

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The event is arranged specifically with regard to Congressional participation (i.e to have Congressional staff as guest speakers)

18. Reason for selecting the location of the event or trip

JCIE is based in New York, and New York is the center of the US-Japan business community in the United-States

19. Name and location of hotel or other lodging facility:

Hotel Edison, New York City

20. Reason(s) for selecting hotel or other lodging facility:

Affordable price, short distance to event

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Taxi - standard taxi service for ground transportation in New York City

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: James Cannon

Name and Title: James Gannon, Executive Director

Name of Organization: Japan Center for International Exchange (JCIE/USA)

Address: 475 Riverside Drive, Suite 731, New York, NY, 10115

Telephone Number: 212-679-4130

Fax Number: 212-679-8410

E-mail Address: jgannon@jcie.org



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New York, NY 10115
Tel. 212-679-4130
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Mr. Ian Nicholson
Investigator, Senate Committee on Finance
219 Dirksen Senate Office Building
Washington DC, 20510

I am writing to ask you to serve as a speaker for a seminar on the “The Congressional Agenda: Implications for US-Japan Relations” that is being sponsored by the Japan Center for International Exchange (JCIE/USA). This will be held in New York City over lunch on Friday, December 6, 2019 (12:00~2:00 pm).

In addition, we will schedule a number of smaller meeting and roundtables with up-and-coming leaders in US-Japan relations, to give opportunities to think about how US-Japan relations are seen on Capitol Hill and to deepen mutual understanding among legislators and aides.

As you know, JCIE/USA is a New York-based 501(c)(3) nonprofit organization, and the event is being organized as part of our US Congressional Staff Exchange Program, which has involved nearly 300 senior Congressional staff members in dialogues with top Japanese leaders.

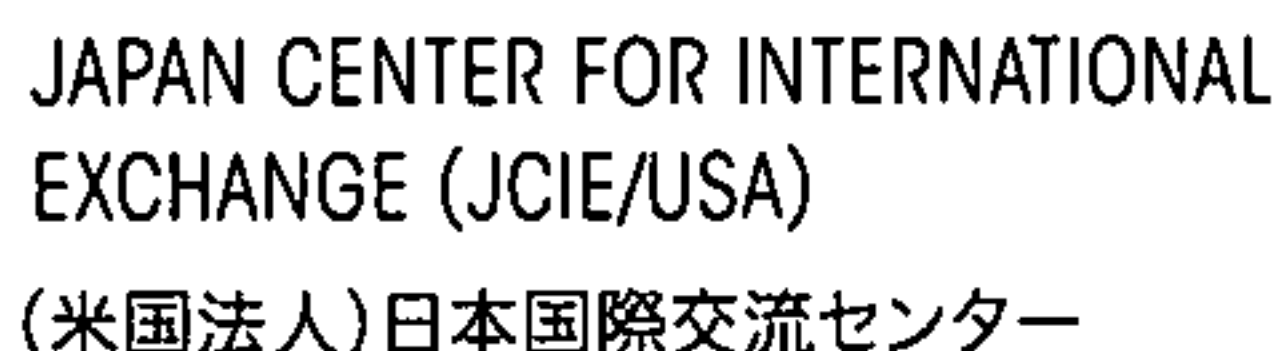
The seminar will include 25~40 senior leaders in US-Japan circles and the US-based Japanese business community, and we aim to have a lively discussion on a range of key issues that affect US-Japan relations. Given your current responsibilities and your prior participation in the US Congressional Staff Exchange Program, I am confident that the participants will find your insights stimulating and informative.

We will plan to cover your transportation to New York, one night's hotel stay, and relevant meal costs in keeping with Congressional travel regulations. Thank you very much for considering this invitation, and I do hope you will be able to join us.

James Hannon

James Gannon
Executive Director

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475 Riverside Drive, Suite 731
New York, NY 10115
Tel. 212-679-4130
www.icie.org

Friday, December 6

11:00-11:30 Taxi to 1221 Avenue of the Americas

11:40-11:55	Pre-panel briefing
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12:00 **Seminar: “The Congressional Agenda: Implications for US-Japan Relations”**

Panel discussion on the likely direction of trade policy, tax policy and other key policy initiatives and what these are likely to mean for US-Japan relations. Attendees will include approximately 30 senior business executives, government officials, and policy experts from the US-Japan community

12:00-12:15 **Registration, get buffet lunch**

12:15-12:30	Welcome & Opening Remarks
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James Gannon, Executive Director, JCIE/USA

12:20-12:50 Initial remarks by guest speakers

12:50-13:55	Discussion
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13:55-14:00	Closing remarks
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14:00-14:30 One-on-One Discussion with Seminar Participants

One-on-one discussions about economic and tax policy with seminar participants, including CEO's & senior business executives, diplomats, and US-Japan policy experts

14:30-15:00 Travel to hotel, check-in, and drop-off bags

15:15-16:00 Travel to JCIE Offices (475 Riverside Drive)

16:00-17:30 Roundtable with Up-And-Coming Leaders on Challenges and Opportunities in US-Japan Relations

Invitees:

Takako Hikotani, Gerald L. Curtis Associate Professor of Modern Japanese Politics and Foreign Policy, Columbia University

Atsuko Geiger, Fellow, JCIE/USA

Rorry Daniels, Deputy Project Director, Forum on Asia-Pacific Security, National Committee on American Foreign Policy

Moto Ono, Program Director, Intellectual Exchange Program, Japan Foundation Center for Global Partnership

Tomoko Okuno, Director of Business and Policy Programs, Japan Society

+ 8-10 Others

17:45-18:15 **Pick up items at JCIE Offices**

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